Procedure for Determining a Tenure-Track Hire Under CBA 12.22.c

The 2022-2024 CBA added this provision to Article 22 Appointment:

A departmental peer review committee may review and recommend a probationary faculty unit appointment for a temporary unit employee who has received an offer of tenure track employment. Such a recommendation may only occur in a department where there is no current tenure-line recruitment for which the faculty member is qualified.

Such recommendation[s] shall be directed to the President or their designee for review, consideration, and response. The decision of the President or designee shall not be subject to Article 10 (Grievance Procedures) of this Collective Bargaining Agreement. (CBA 12.22.c)

In cases where a Cal Poly lecturer receives an offer of tenure-track employment elsewhere, the procedure below will be followed.

1. Lecturer provides dean and department head/chair with written offer of tenure-track appointment and a current CV.

2. Dean confirms
   a. There is no current tenure-track search in department that the lecturer is qualified for;
   b. There is sufficient work to support a tenure-track position in that field in the department (consult with department head/chair);
   c. There is sufficient budget to support a tenure-track position in that department;
   d. The offer represents a comparable position to Cal Poly.

3. If the dean determines that there isn't sufficient work and/or budget to support the position, they respond to the lecturer's request in writing.

4. If the dean determines there is sufficient work and budget to support the position, the dean presents a request to the provost, copying Academic Personnel, that includes:
   a. Justification to the Department and College to convert lecturer to tenure-line
   b. Budget analysis
   c. Tenure density analysis for college departments

5. If the provost approves, the dean shares the offer with the tenured and probationary faculty in the affected department and requests their review and recommendation. While the lecturer candidate may present a deadline by which they need Cal Poly's response, the department head/chair and dean will determine an appropriate and reasonable timeline for the recommendation process. It may not be possible to meet the lecturer's stated deadline, just as it isn't always possible to meet external candidates' deadlines during usual tenure-track searches.

6. Departments and/or colleges may create their own processes as long as these steps are included:
   a. Departments must elect a peer-review committee of at least three members to make a recommendation to the dean. Departments may request permission from the dean for probationary faculty and to serve on this committee.
   b. All members of the peer review committee must review and sign the applicant's PAF in addition to reviewing application materials. Materials must include a CV (with at least three references listed), teaching and research statements (or a cover letter), and a diversity statement. Materials may include other items deemed appropriate by the department. Academic Personnel will create an Interfolio case for the review materials, including the ePAF.
   c. Departments must conduct some sort of on-campus interview process that includes a research and/or teaching presentation and a meeting with the dean. Other activities are at the discretion of the department.
   d. At least two members of the search committee must conduct telephone reference checks of at least two references identified by the candidate.
   e. Departments must deliberate the matter as they would a typical tenure-track hire.
   f. Departments make a recommendation to the dean regarding the offer.
   g. Department heads/chairs make a separate recommendation to the dean.

7. The dean notifies the provost and Academic Personnel before responding to the lecturer. The dean extends a verbal offer if the decision is affirmative. The dean sends a written response if the decision is negative.

8. If the verbal offer is accepted, Academic Personnel will create a hidden recruitment in PageUp. The department will create a position description for the recruitment, and the offer process will proceed through PageUp.